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28 February 1966

MEMORANDUM FOR: Executive Director-Comptroller
Deputy Director for Plans
Chief, Historical Staff, O/DCI

SUBJECT : 1965 Annual Report on the CS
Historical Program

1. Recognition of the need for documenting the operations and evolution of the DDP led to the determination on 30 November 1964, to create, develop and manage plans and procedures for meeting this requirement. With twenty years of experience already behind us the vastness of the task was apparent. The undersigned as DDP Representative on the Historical Staff, O/DCI was given this added responsibility. A CS Historical Board of senior officers was established for counsel and guidance (CSN 1-632, 12 January 1965) with the undersigned serving on the Board as Executive Secretary. A full time research team of three highly qualified officers and one clerk was approved and when assigned became the Clandestine Services Group in the Historical Staff (HS/CSG) in February 1965. The HS/CSG was directed to examine non-active documentation of the DDP, locate and index historically valuable items, and ensure their retention for later use by CS historical writers.

2. Philosophy, instructions and guidance covering basic requirements and simplified format and techniques for writers have just been consolidated into the second draft of the "Handbook for the Writing of Clandestine Services History." This Handbook includes management devices (Attachments C, D and E) developed in collaboration with the Office of Personnel, Office of Security, Office of General Counsel, and the Executive Director-Comptroller, as well as key DDP staff officers. The original Handbook and supplemental guidances (now consolidated) have proved most beneficial in providing meaningful historical procedures. The present and future importance of this CS historical effort have been difficult to convey to many DDP

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downgrading and
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officers. Simplified tools of the historian's trade have helped the officer who is not a research man and has no training as a historian. Thus standards are set for the production of historical type papers: debriefings and memoir-type reports, historical monographs on unique activities or programs, and chronological histories of units of the DDP at Headquarters and overseas. We have neither the requirement nor the money or manpower at this time to produce more precise histories.

3. The CS Historical Board has developed terms of reference for the conduct of the CS Historical Program, has established priorities for contributions through debriefings or historical writings, has reviewed some papers and consulted with writers of others as opportunity afforded, has reviewed backgrounds and recommended action on all DDP officers retiring under the Civil Service system through December 1966, and on retirees under the CIA Retirement program as they have been made known. The Board through its Executive Secretary has recurring contact with the chief or deputy and the Historical Officers of each DDP division, staff and the major elements within OPSER. The Executive Secretary also holds regular reviews and discussions with individuals who are either planning or already writing historical papers (81 up to January 1966), in order to assist them with their outline and organization, interviewing, acquisition of documents, research and many other matters (Attachments A and B).

4. A number of the divisions have asked the Executive Secretary to participate in internal staff meetings to describe the CS Historical Program and to discuss the way in which the division might best develop its own historical program. In some staffs and divisions the Executive Secretary has been requested to work with the separate groups or branches in moving the program ahead. Each Historical Officer is kept advised of the Board's continuing activities with historical writers within his component. When a paper is ultimately submitted for final editing, typing and inclusion in the Catalog of CS Histories it will carry the sanction of the component (Attachment C).

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5. The Executive Secretary of the Board serving as the DDP Representative on the Historical Staff provides general guidance and supervision to the HS/CSG. The three officers who make up the HS/CSG have strengthened and supported the research of CS historical writers, and have refined those reference indexes and procedures originated about a year ago. 15,900 cards have been included in the cross-referenced indexes including the identity and content of historically valuable documents. The work of the HS/CSG within RID and among the Records Management Officers and Records Officers has contributed measurably in the identification of documents of historical value and recording them for retention and ease of recall. (Attachment F.)

6. The progress of the CS Historical Program has been noteworthy. Stimulation and foundation has been given to planning. Direct support has been given to the satisfaction of urgent requirements from higher authority and to the day-to-day actions of the operating components. (Attachment G) The mounting number of requests for leads from the HS/CSG reference indexes and for historical papers which provide in background, chronological or summary fashion ready made answers in large part to urgent needs, clearly indicates the value of this long overdue historical effort. Constant contact on all nature of historical matters throughout the DDP is gradually building a state of awareness that something has been missing.

7. Now that the CS Historical Program is launched, many calls come to the Executive Secretary in search of contributions toward solutions to their problems. Unfortunately such assistance has more often than not never been produced. However, the requests are a growing reflection of urgency and a deepening feeling of need. Serious consideration must now be given to facing these necessities: justifications of past actions; directions for future programs; foundations for meaningful planning; immediate reviews of emergency actions; assemble the records of errors and accomplishments for application toward improved professionalism in the future; record the evolution of our stations and bases for us to know the inroads of working relationships with local governments.

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8. The many facets of this CS Historical Program have been tried and tested by the undersigned for a full year. Its value is recognized by most who have used it or participated in it. If this Program is to continue, assistance will have to be given in manpower, money and space. (This was noted in the final paragraph of the August 1965 Quarterly Report.) Only then the cornerstones of the CS historical effort - program, people and papers - can be welded into a productive force to the increasing satisfaction of our long-standing requirement for foundation, continuity, and meaning.

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DDP Representative,
Historical Staff, O/DCI

Attachments:

- A. List of 44 Papers Planned or in Process But Not Yet Entered in the Catalog of CS Histories
- B. List of 54 Papers Completed or Sufficiently Advanced to be Entered in the Catalog of CS Histories
- C. Component Clearance - Approval of Content and Acceptance as Fulfillment of a Stipulated Segment of Its Historical Program
- D. Historical Writers - Employment of CIA Annuitants as Independent Contractors
- E. Retired Interviewees - Instructions Governing Interviews in Support of CS Historical Papers
- F. Annual Report of the HS/CSG
- G. Examples of Assistance Already Provided DDP Offices with Special List of Counterinsurgency Historical Papers and Dominican Republic debriefings

A

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C

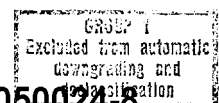
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MEMORANDUM FOR: (Division or Staff Chief)

SUBJECT : Submission of (Title)
By (author)
as Fulfillment of a Segment of the
(Division/Staff) Historical Program

1. The CS Historical Board desires notification of (Div./Staff) concurrence with the content of subject paper. A review by your office and submission of appropriate comments and approval are solicited.
2. It is recommended that (Div/Staff) Historical Officer check the overall coverage of the paper and note in his records satisfaction of that segment of the (Div./Staff) historical program covered by the paper. It is also suggested that a knowledgeable desk or branch officer or other individual of your choosing consider the substance and the inclusiveness of the paper's treatment of the subject.
3. Guidance developed in your considerations may either be passed directly to the writer or submitted to this office, and will be considered prior to final typing. After it is produced and indexed in the Catalog of CS Histories, the original will be returned to (Div./Staff) for retention and control. Any later release for use on a need-to-know basis will be the responsibility of the controlling office. Branch or group level is considered the most favorable location for controlling the papers as well as for making them most easily available for later reference. However, the Board will include any alternative office which you submit as being more appropriate.
4. The controlling office will be included on the index cards in the Catalog of CS Histories as the point of availability. Only one carbon copy will be typed. It will be held within the consolidated collection of CS historical papers in the vault of the DDP , and is not for general use.


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The Historical Staff will retain only the Catalog cards indexing the substance of the paper and noting the point of control and availability.

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Executive Secretary
CS Historical Board

Concur with the content of subject paper and accept it as fulfillment of that part of the (Division/Staff) historical program.

Comment: _____

Chief, (Division/Staff)

Historical Officer, (Division/Staff)

Other Reviewing Officers

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MEMORANDUM FOR: All Division and Staff Chiefs

**SUBJECT : Employment of CIA Annuitants
as Independent Contractors
(Historical Writers)**

1. The background of each DDP retiree is reviewed and his potential for contributing to the CS Historical Program is carefully weighed. In the cases of retirees under the Civil Service System this examination is performed as much as a year and a half in advance. Retirees under the CIA system are considered and initial plans are placed in the record pending notification of actual retirement dates.

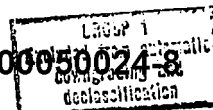
2. It is not practical to consider officers on regular assignments for the writing of historical papers; they cannot set aside sufficient time to do the essential research, interviewing and writing. An officer may be asked, however, to submit a summarization of activities in which he took part or an analytical synopsis of a program for which he was responsible. The most efficient and effective historical writing will be performed by persons giving full time attention to a historical paper. Each of these will encompass the numerous specific contributions of knowledgeable officers. The most practical arrangement appears to be the selection and procurement of the services of uniquely qualified officers as independent contractors immediately following retirement. The resulting efforts must be supported by a small team of historians/editors and typists.

3. This plan includes the following steps:

a. CS Historical Board reviews the experience and qualifications of potential writers and recommends as to their future participation in the CS Historical Program.

b. Executive Secretary of the Board reviews an individual's acceptability with the component concerned and obtains its agreement to accept and accommodate the writer.

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c. Board submits a memorandum of intent to the Office of Security requesting approval to contact for pre-contractual discussion. Memorandum includes planned use, type and duration of contract, location of activity, nature of contacts with others, accessibility to documentation and level of classification.

d. Type of work to be performed, degree of difficulty, and extent of research and debriefings involved is discussed by the Executive Secretary with officers of the component concerned and the Contract Personnel Division in order to obtain recommended level of pay for work to be performed. (Agreement with the Director of Personnel and officers of CPD calls for payment in accord with services rendered. In no case will the rate of payment under the Independent Contractor arrangement plus the pay rate of the Retirement Annuity exceed the pay being received at time of retirement.)

e. Purposes behind the CS Historical Program, what is expected from the officer, the standards applied, the desired extent of cooperation and the recommended remuneration are discussed by the potential contractor and the Executive Secretary.

f. Points of agreement are given to the component concerned for use on a contract check sheet and for requesting clearance renewals. (If the officer is to write one paper only he is employed as an Independent Contractor receiving a single fee for a fixed product; if he will be writing more than one paper he will receive reimbursement on a retainer fee basis.)

g. Board notifies the Office of Medical Services of each contractor on the historical program, including location and type of work, and type and period of contract.

h. Contract with a historical writer is written for up to one year and contains a 30 day (or less) cancellation clause. The majority of contracts are for three, four or six months depending upon the activity being covered. Renewal is negotiated where warranted by the background, experience and demonstrated ability of the individual and where the Board considers the paper to be of sufficient priority.

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i. A careful work plan is then arranged and points are established at which progress will be measured. This contributes to uniformity and a more professional product. A phased progress plan makes it possible to check on adherence to the terms of the contract every few weeks. A supervisory relationship is not desired or in fact permitted with Independent Contractors.

j. Sensitivity of the subject, classification and amount of documents required, and the classification of the ultimate historical paper make it mandatory that this work be performed within a guarded Agency building. Much of the necessary research material is in the active files of the branch or desk including indices, control records, identity cards; other documents are acquired from Archives through the component records management channels and procedures.

k. Limited operational expenses to include travel and per diem are allowed to cover essential debriefings. In each instance such expenses will be specifically approved in advance by the appropriate DDP authority.

Desmond FitzGerald
Deputy Director for Plans

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INSTRUCTIONS REGARDING INTERVIEWS IN SUPPORT OF CS

HISTORICAL PAPERS

Normally it is anticipated that an individual responsible for preparing a historical paper will acquire the necessary information largely from existing documentation, both active and retired, from interviews (debriefings) of personnel presently on duty and from the writer's own experiences and responsibilities which relate to the paper at hand.

The history of the Clandestine Services presently in the process of development reaches back to October 1945. This fact alone indicates that there will be gaps in information sometimes so great that the sources mentioned above will be found inadequate. In such instances the writer may find himself compelled to interrogate or debrief at some length one or more individuals who may have already retired from the Agency. Contacts with such persons will only be made when absolutely necessary.

Prior to approaching a person who has retired from the Agency the following steps will be taken:

a. The name of the individual and the person's address, if known, will be submitted to the security officer of the component having jurisdiction for the paper being prepared, or to the chief of support, who will forward to the DD/SEC/PS for examination as to the propriety of approaching the individual.

b. After receiving clearance for making the contact, the name and address of the individual to be approached will be submitted to the Domestic Contact Service (DCS). This office (Room 902, [REDACTED] Building, Ext. 2265, Mr. [REDACTED] or Mr. [REDACTED]) will make an appropriate introduction and establish the bona fides of the individual desiring to conduct the interview.

In every case a participant in the writing of a CS historical paper will advise the DDP Representative, Historical Staff, O/DCI of an individual being approached and indicate that the appropriate clearance and contact arrangements have been made.

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Tab. F

28 February 1966

MEMORANDUM FOR: DDP Representative, Historical Staff

SUBJECT : Annual Activities Report of the Clandestine Services Group, Historical Staff (HS/CSG) 1 February 1965 to 31 January 1966

1. This memorandum reports the activity of the HS/CSG during the first full year of its existence with three research officers on duty.

2. As an initial research objective the HS/CSG concentrated on locating, identifying, and recording documentary holdings pertaining to the period prior to the merger of OSO and OPC, from 1 October 1945 to 1 August 1952. At the end of a year's effort and after a review of our accomplishments it is obvious that continued research is necessary to identify and process CS documents of this period.

3. The early part of 1965 was devoted to the establishment of appropriate mechanisms for locating, retrieving and controlling documents of historical value. A series of indexes was developed for recording the location and cross-referencing the content of selected documents. Ancillary procedures included systems for (a) the review of CS material prior to its destruction by RID, (b) special Top Secret controls, and safeguarding sensitive document references. The latter part of the year has seen the expansion of our indexes and their use by increasing numbers of historical writers as well as a continuing adjustment of our procedures.

4. Approximately eighty percent of the HS/CSG effort was concentrated on this location, identification, and orderly classification of documents of historical significance. The documentary holdings selected for processing during this first year encompassed the archival retirements of top policymakers since the policies and decisions reflected therein are of greatest significance in compiling the CS histories. The HS/CSG product is largely contained in an "Index to

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Source Documents" maintained in the Historical Staff. To date, the Index contains 15,900 direct references and cross-references by area or country; by organization; by major function and by specific subject. Adjuncts to this Index are first a location of knowledgeable officers expanded to include functional and area expertise and secondly a CS Chronology including data on key assignments and organizational changes.

5. With the combined efforts of the DDP Representative and other members of the Historical Staff the HS/CSG produced an initial version of the "Handbook for the Writing of Clandestine Services History." This Handbook was then produced in a sterile version for Field use. It is presently being prepared for reissue in a second edition incorporating the fruits of experience during this first year.

6. A Catalog of CS Histories which identifies segments of CS historical programs extant or in process is being developed. (The one carbon copy of each paper cataloged is to be set aside for the permanent collection for the DDP. The original will be held by the responsible office of prime concern for later release and use on a need-to-know basis.)

7. The HS/CSG collection of documents per se is limited to those papers which might be discarded if left in their original records series or those documents subject to frequent demand. In a year this holding totals only 393 documents occupying less than 2 cubic feet of space.

8. The most noticeable evolution in HS/CSG activities has been the tapering off of our need for orientation briefings of officers involved in the various echelons of the Records Management Program. There has been a noticeable increase in the research assistance given to an ever expanding group of DDP component Historical Officers, historical writers, and those conducting research for historical papers.

9. As an interesting and successful by-product to our research we have had success in finding documents needed by policy-makers in their consideration of current problems.

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EXAMPLES OF ASSISTANCE PROVIDED DDP OFFICES

1. Counterinsurgency: List of historical papers available in draft or in process was provided the Counter-insurgency Study Committee; also lists of debriefing reports on many aspects of operations in Vietnam and the [REDACTED] were provided. (Contents of many of the above were discussed and individual ones continue to be borrowed for use by the Committee.)
25X1X4 2 Nov 1965
2. Vietnam Training: A selection of debriefing reports on Vietnam was provided for use in the Vietnam Training Course; also 23 drafts of historical papers were lent to the director of the course for background and instruction.
25X1X4 15 Nov 1965
3. [REDACTED]
4. Special Assistant for Vietnamese Affairs: Copies of reports of [REDACTED] and his debriefing were made available to Mr. [REDACTED] for the consideration of his Special Vietnam Group.
25X1A9a 16 Aug 1965
5. Vietnamese Affairs Staff: Additional debriefings, draft reports and historical papers have been provided V.A.S. from time to time.
6. Doctrine on Capture: Research records and indexes of the HS/CSG provided leads for a CI Staff officer to documents concerning doctrine and techniques related to conduct of Agency assets under conditions of capture.
7. Projected Planning: Early planning documents which had been indexed by the HS/CSG were quickly located and made available to the DDP Representative on "The Planning Group"; prepared 15 years ago and projected 5 years into the future they proved interesting and useful.

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DEBRIEFING REPORTS provided to Mr. [REDACTED] for use in the
Vietnam Training Course 15 to 19 November 1965

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DR-1	[REDACTED]	(Taped Recording of lecture)
DR-4	[REDACTED]	(Taped recording of lecture)
DR-6	[REDACTED]	
DR-45	[REDACTED]	
DR-58B	[REDACTED]	n
DR-92	[REDACTED]	
DR-101	[REDACTED]	h attachments
DR-130	[REDACTED]	
DR-132	[REDACTED]	
DR-133	[REDACTED]	
DR-139	[REDACTED]	er
DR-140	[REDACTED]	
DR-142	[REDACTED]	
DR-152	[REDACTED]	
DR-153	[REDACTED]	
DR-157	[REDACTED]	
DR-158B	[REDACTED]	h attachments
DR-168	[REDACTED]	
DR-169	[REDACTED]	
DR-170	[REDACTED]	ith attachments
DR-174	[REDACTED]	
DR-176	[REDACTED]	
DR-192	[REDACTED]	

NOTE: The above debriefing reports were selected from among approximately 200 such reports, as being most informative and pertaining particularly to the work to which the 37 students of the present group will be assigned in Vietnam.

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NOTE II: The complete list of debriefings with [REDACTED] Station, Section(s) to which each person was assigned, was also given to Mr. [REDACTED] for selecting further debriefings if such could be of benefit to a member of the course in his forthcoming Saigon assignment.

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